

TRANSPORTATION AGENCY FOR MONTEREY COUNTY

*Regional Transportation Planning Agency
Congestion Management Agency
Local Transportation Commission*

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TECHNICAL ADVISORY COMMITTEE BYLAWS*

The Technical Advisory Committee (TAC) has been established by the Transportation Agency for Monterey County (TAMC) to act at its direction and discretion in response to State and Federal requirements.

PURPOSE AND DUTIES

The purpose and duties of the TAC are as follows:

- Provide technical assistance, advice and recommendations to the TAMC to aid it in fulfilling its responsibilities for coordinated transportation planning process within Monterey County.
- Review and provide input on transportation planning studies, including the Regional Transportation Plan (RTP), the Congestion Management Program (CMP), the Regional Transportation Improvement Program, and other special transportation studies.
- Provide technical assistance, advice and recommendations to TAMC consultants.

MEMBERSHIP

The TAC shall be composed of one person representing each TAMC member agency, including ex-officio members. Additional members from transportation providers in Monterey County and organizations not presently represented may be appointed by the TAMC to the TAC.

VOTING

The vote of a majority of the TAC members present at any regular, continued or special meeting shall be sufficient to pass or act upon any matter properly before the TAC. Each TAC member agency has one vote.

OFFICERS AND TERM OF OFFICE

The TAC shall have a Chair and a Vice Chair who shall be elected by the general membership of the TAC.

The Chair shall preside over all committee meetings, vote on all matters, appoint subcommittees, and call special meetings. The Chair shall report to the TAMC as directed. The Vice Chair shall serve in the absence of the Chair and perform such other duties as requested by the Chair.

The term of office shall be one year. Election of officers shall be held in the first quarter of each calendar year. No officer shall serve more than two full consecutive terms. Upon resignation of an officer a special election will be held by the TAC. In the event that the Chairperson or Vice Chairperson are not present at the meeting, the Committee may select a member to chair that particular meeting.

Staff shall report TAC recommendations to TAMC or the Chairperson may report to the TAMC if requested by the TAC. Special reports from the TAC relative to the transportation planning effort may be made to the TAMC at any time by direction of the TAC.

MEETINGS

Meetings will be held regularly on a date that staff determines to be convenient for a majority of the members. Meetings shall be open to the public and shall conform to the Open Meeting Laws, commonly known as the Ralph M. Brown Act (California Government Code § 54950 et seq.). Time allotted for the public to present their views to the TAC on transportation issues will be determined by the Chair in order to ensure that TAC business is completed.

MINUTES

The minutes of the meetings will be kept by the TAMC staff and approved by the TAC. When votes are taken on recommendations to be presented to the TAMC, a roll call vote will be taken. If there is a split vote or abstention, the results will be clearly documented in the minutes with the minority views reflected in addition to the majority viewpoint.

TAC COMMUNICATIONS

The TAC may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain input or opinions regarding transportation planning proposals. Copies of all correspondence directed to TAMC by vote of the TAC should be included, as it occurs, in the TAMC agenda packets.

STAFF ASSISTANCE

Staff shall assist in providing information, preparing meeting agendas and minutes as directed, and generally assisting the TAC. Members of the staff will be present at all meetings.